

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Rd.  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Ad-Hoc Food Service Committee**

**Thursday, October 25, 2018  
6:00 p.m.  
SAU**

**AGENDA**

**Committee Members:**

- Bernd Foecking
- Jim Fredrickson
- Linda Quintanilha, Chair
- Pierce Rigrod
- Kristen Reilly
- Jerome Wilson
- Savannah Hall, Student Rep.

- 1. Approve minutes of September 27, 2018**
- 2. Review reports with Café Services, Chris Faro**
- 3. Non-Public Session**
  - a. Negotiations**
- 4. Review action items and items to be presented to the full board at next meeting.**
- 5. Other**
- 6. Adjourn**

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CONTOOCOOK VALLEY SCHOOL BOARD

Ad-Hoc Food Service Committee

Thursday, September 27, 2018  
6:00 p.m.  
SAU

Minutes

**Committee Members:**

- Bernd Foecking
- Jim Fredrickson
- Linda Quintanilha, Chair
- Pierce Rigrod
- Kristen Reilly
- Jerome Wilson

**Present:** Linda Quintanilha, Jim Fredrickson, Jerome Wilson, Kimberly Saunders, Myron Steere

**Linda Quintanilha called the meeting to order at 6:01 p.m.**

**1. Approve minutes of June 14, 2018**

**Jim Fredrickson moved to approve the minutes of June 14, 2018. Jerry Wilson second. Unanimous.**

**2. Review of Summer Report and Discussion**

The Food Service program provider was previously asked to provide a report on the Summer Food Service Program to determine if it is a worthwhile program to run. Kimberly Saunders reported not having received the report as of yet.

Jerry Wilson asked for a breakdown by school of how much money was taken in and the associated cost. Rationale for overruns was stated, in part, to be the cost to serve the smaller schools.

What would the savings be if staggered lunches could be implemented?

A list of items for potential cost savings to be analyzed was asked. No feedback has been provided as of date.

The committee will meet to review the summer report once available.

**3. Current list of concerns with contract execution and financials**

A list of concerns was asked that listed financial implications as well.

Kimberly asked the committee to look at removing the high school from the national food service program. The district would have to self-fund free and reduced meals if that occurred.

It would start with meeting with schools that do this already to learn more. What kind of profit might be turned would be one question. The elementary and middle schools would stay with the federal program. It may be likely that the high school could cover the program.

Recommendations and projections would be needed.

#### **4. Plans for RFP, timeline and planning (review of proposals and communication with budget and property- who, when, how)**

The RFP process was reviewed.

A recommendation to the board to send out an RFP for the food service contract would be the first step. The board would be responsible for approving going out to RFP.

A review of the current contract would have language in it about renewal; Section 10: 60 days prior to the start of the school year is needed for notice of non-renewal. April 15<sup>th</sup> was the date set to recommend a vendor.

November 15<sup>th</sup> – send out RFP due January 15<sup>th</sup>. Kimberly will confirm if this is possible. Continuity of services is important.

#### **5. Other**

What would it look like at the high school if they no longer participated in the federal program? Kimberly Saunders said that it would be about portion size and offerings. There is a give and take; the food may be less healthy to some degree. Participation may increase.

Food Service Committee will meet on the last Thursday of the month at 6:00 p.m. until the RFP goes out.

Student representation on the Food Service Committee was asked. Kimberly will reach out to secure a student representative. The student could gather survey information on the food service program with students at the high school.

**Jim Fredrickson motioned to adjourn at 6:42 p.m. Jerry Wilson second. Unanimous.**

Respectfully submitted,

Brenda Marschok